



**U.S. Department of Justice**

Bureau of Alcohol, Tobacco,  
Firearms and Explosives  
99 New York Avenue, NE  
Washington, DC 20226

401063: TS  
1956.4

**AUG 07 2015**

Mr. Joshua Bailes  
General Services Administration  
Office of Citizen Services & innovative Technologies  
1800 F. Street, NW  
Washington, DC 20405

Dear Mr. Bailes:

Enclosed is a signed FY 2015 Interagency Agreement between the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and the servicing party, General Services Administration (GSA). In the agreement, ATF agrees to reimburse the servicing party for a digital service delivery team (18F) staffed by GSA employees to support Digital Government Initiatives, in the amount not to exceed \$222,892.

As a current Intra-Governmental Payment and Collection (IPAC) trading partner, ATF is requiring a new TPA to be established for each Interagency Agreement. Please refer to attachment A for specific instructions on completing the IPAC input screen. **ATF requests NO IPAC trading between ALCs the last 3 business days of the month because of the Treasury mandated 3-day monthly close.**

The servicing party shall bill ATF for the costs servicing party has incurred. Each bill shall be accompanied by a supporting invoice identifying the specific services provided. ATF shall issue payment to the servicing party within thirty (30) days of ATF's receipt and validation of a bill.

The servicing party shall notify ATF in the event its actual costs to provide services are likely to exceed the amount specified in the Interagency Agreement and will advise ATF of the amount of additional funds necessary to complete the work under the Interagency Agreement. ATF, in its sole discretion, shall either (1) provide the additional funds to the servicing party, (2) mutually agree with the servicing party on a modification of the statement of work that reflects the amount of funds ATF is able to pay under the Interagency Agreement, or (3) terminate the Interagency Agreement upon a minimum of thirty (30) days prior written notice to the servicing party.

Within thirty (30) days of completing the statement of work under this Interagency Agreement, the servicing party will conduct an accounting to determine its actual costs to perform the

ATF Accounting Information  
ARY DJA-15-AEPS-PR-0055 \$222,892.00  
POP: 8/1/15-9/30/15  
Agreement #15-1100-P

statement of work and refund to ATF any amount of funds it received that exceed its actual costs as then known.

Please sign the enclosed Form DOJ 216 and TPA, and email to (b) (6)

Please send all invoices to the following:

Soft copy invoices should be submitted electronically to the [FinanceBranch@ATF.gov](mailto:FinanceBranch@ATF.gov). Please ensure the invoice clearly identifies the agreement number, ARX/ARY document number and billing period.

When billing ATF, please reference agreement number 15-1100-P. If you have any agreement related questions concerning this agreement, please contact (b) (6) of my staff at (b) (6). Furthermore, if you have any financial questions, please contact (b) (6) Johnson at (b) (6).

Sincerely,

(b) (6)

Bureau Chief Procurement Officer

ATF Accounting Information  
ARY DJA-15-AEPS-PR-0055 \$222,892.00  
POP: 8/1/15-9/30/15  
Agreement #15-1100-P

ATTACHMENT A

DEPARTMENT OF JUSTICE  
BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES  
BI-LATERAL TRADING PARTNER AGREEMENT

Intra-governmental Payment and Collection (IPAC) Trading Partner Agreement (TPA) between the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF), Agency Location Code (ALC) 15-07-0000, and the General Services Administration. **ATF requests there be NO IPAC trading between ALCs the last 3 business days of the month because of the mandated 3-day monthly close.**

As a current IPAC trading partner, ATF requires a new TPA to be established for each Interagency Agreement. Department of the Treasury, Financial Management Service, requires fields labeled with a numeral 1. ATF has identified additional fields that are required for ALC 15-07-0000 with a numeral 2.

**Please use the following data for each of these spaces on the IPAC input screen:**

- |                                    | <b><u>USE:</u></b>  |
|------------------------------------|---|
| 1) Receiver Appropriation Symbol   | 15-15-0700  |
| 2) Purchase Order Number:          | 15-1100-P   |
| 3) Invoice Number:                 | ARY DJA-15-AEPS-PR-0055                                   |
| 4) Obligating Document Number:     | ARY DJA-15-AEPS-PR-0055                                   |
| 5) Job (Project) Number:           | D4A   |
| 6) Accounting Classification Code: | 25302   |
| 7) Transaction Description:        | Use the description of services provided on Form DOJ 216. |
| 8) Accounting data:                | ATF 2015 700D EPS 905000 ADM D4A 25302                    |

For detailed information on the description of the data elements, refer to the IPAC user manual. Please sign below and return to the address specified in the agreement cover letter. If you have any questions concerning the TPA, please contact (b) (6)

(b) (6)

Bureau of Alcohol, Tobacco, Firearms & Explosives  
Bureau Chief Procurement Officer

General Services Administration

ATF Accounting Information  
ARY DJA-15-AEPS-PR-0055 \$222,892.00  
POP: 8/1/15-9/30/15  
Agreement #15-1100-P

**U.S. DEPARTMENT OF JUSTICE  
REIMBURSEMENT AGREEMENT BETWEEN AGENCIES**

PARTIES TO THE AGREEMENT:					
Seller (Provider) DUNS <b>964253686</b>		Seller Contract #		Buyer (Customer) DUNS <b>879293116</b>	
Seller Cost Center		Seller RCN		Buyer Contract # <b>15-1100-P</b>	
TAS <b>47X4534.1</b>		BETC <b>COLL</b>		Buyer RCN	
Seller Contact Joshua Bailes		Phone # 202-550-6659		TAS <b>15-15-0700</b>	
Seller Email Joshua.Bailes@gsa.gov		Fax #		BETC	
Program Contact William Slack		Phone # 202-746-5385		Buyer Contact <b>(b) (6)</b>	
Financial/Billing Contact Patrick Batemar		Phone #		Phone # <b>(b) (6)</b>	
Seller Name General Services Administration (GSA)		Buyer Name Bureau of ATF		Buyer Email <b>(b) (6)</b>	
Address Office of Citizen Services & Innovative Technologies 1800 F Street, NW		Address (If billing address is different, specify on page 2) 99 New York Avenue, NE		Fax # <b>(b) (6)</b>	
City Washington		State DC Zip 20405		City Washington	
				State DC Zip 20226	
DURATION:					
Period of Obligation: 10/01/2014 Through 09/30/2015					
Period of Performance: 08/01/2015 Through 09/30/2015					
Provide the following services or goods:					
Brief explanation of work or services to be performed and basis for determining costs: GSA will provide ATF with a digital service delivery team (18F) staffed by GSA employees to support Digital Government initiatives.					
Statutory Authority: Economy Act of 1932 (31 U.S.C 1535)					
Estimated Amount \$ 222,892.00					
ARY DJA-15-AEPS-PR-0055					
APPROVALS:					
Funds Certification Name (b) (6)		Title: Program Analyst			
Funds Certification Name: (b) (6)		Date: 8/5/15			
Contracting Officer's Name (b) (6)		Title: Bureau Chief Procurement Officer			
Contracting Officer's*: (b) (6)		Date: 8/7/15			
Approved for Seller:			Approved for Buyer:		
Organization:			Organization: Bureau of ATF/Enforcement Programs & Servs		
Name (Printed):			Name (b) (6)		
Signature:			Signature (b) (6)		
Title:			Title: Assistant Director, Enforcement Programs & Services		
Date:			Date: 8/5/15		

\* Must be signed by a warranted Contracting Officer if the transaction is for the purpose of a transfer of funds from DOJ to another government agency for the purpose of using the servicing agency's existing contracts or for hiring the servicing agency's procurement personnel to put a new contract in place for a specific requirement.

BUYER FINANCING:					
Customer ALC (Agency Location Code)	Treasury Account Symbol (Appropriation Symbol)	Purchase Order Number (Cost Center)	JAS Number (TableSeg)	Department Code (Fund)	Obligating Document Number (YRegDoc)
15-07-0000	15-15-0700			700D	ARY DJA-15-AEPS-PR-0055
Requisition Number (Obl Month (s))	ACRN (Fiscal Year)	ACT (Obl SOC)	ACT (Pay SOC)	Job Number (Project Code)	Accounting Classification Code (Program)
July	2015	25302		D4A	ADM

Billing Address		
Name Finance Branch		
Address 99 NY Ave. NE		
City Washington	State DC	Zip 20226
Contact (b) (6)	Phone (b) (6)	
E-Mail Address Finance.Branch@atf.gov		

### Conditions of Agreement

1. **Financing:**

The charges for services shall include both direct and indirect costs applicable to the agreement. Advance payments are made on an estimated cost basis. If the estimated advance is different from the actual costs, proper adjustment (refund or additional billing) on the basis of the actual costs incurred shall be made upon completion of the work. (The frequency of billing, such as monthly, quarterly, etc., must be stated in the narrative portion of the form.)

2. **Other Provisions:**

Accounting Strip: 15-700D-EPS-905000-ADM-D4A-25302

Statutory Authority: Economy Act of 1932 (31 U.S.C 1535)

United States Government  
Interagency Agreement (IAA) – Agreement Between Federal Agencies  
General Terms and Conditions (GT&C) Section

IAA Number                      - 0000 - 000  
GT&C #                      Order # Amendment/Mod #

**DEPARTMENT AND/OR AGENCY**

<b>1.</b>		<b>Requesting Agency of Products/Services</b>	<b>Servicing Agency Providing Products/Services</b>
	Name	Bureau of Alcohol, Tobacco, Firearms, and Explosives/Office of Regulatory Affairs	U.S. General Services Administration / Office of Citizen Services & Innovative Technologies / 18F
	Address	99 New York Avenue, NE Washington, DC 20226	1800 F Street, N.W. Washington, D.C. 20405

**2. Servicing Agency Agreement Tracking Number (Optional)** \_\_\_\_\_

**3. Assisted Acquisition Agreement** Yes ☐ No ☒

**4. GT&C Action (Check action being taken)**

☒ New

☐ Amendment – Complete only the GT&C blocks being changed and explain the changes being made.

☐ Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.

**5. Agreement Period** Start Date 08-01-2015 End Date 09-30-2015 of IAA or effective cancellation date  
MM-DD-YYYY MM-DD-YYYY

**6. Recurring Agreement (Check One)** A Recurring Agreement will continue, unless a notice to discontinue is received.

Yes ☐ If Yes, is this an: Annual Renewal ☐

Other Renewal ☒ State the other renewal period: \_\_\_\_\_

No ☒

**7. Agreement Type (Check One)** ☒ Single Order IAA ☐ Multiple Order IAA

**8. Are Advance Payments Allowed for this IAA (Check One)** ☐ Yes ☒ No

If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation

Note: Specific advance amounts will be captured on each related Order.

United States Government  
Interagency Agreement (IAA) – Agreement Between Federal Agencies  
General Terms and Conditions (GT&C) Section

IAA Number \_\_\_\_\_ - 0000 - 000  
GT&C # \_\_\_\_\_ Order # Amendment/Mod # \_\_\_\_\_

**9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)**  
(Optional for Assisted Acquisitions)

Direct Cost \_\_\_\_\_ \$222,892.00  
Overhead Fees & Charges \_\_\_\_\_  
Total Estimated Amount \_\_\_\_\_ \$222,892.00

Provide a general explanation of the Overhead Fees & Charges  
The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.

**10. STATUTORY AUTHORITY**

**a. Requesting Agency's Authority (Check One)**

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

**b. Servicing Agency's Authority (Check One)**

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

**11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)**

The U.S. General Services Administration has created 18F, a digital services delivery team staffed by GSA employees to support Digital Government Initiatives across the federal government. The requesting agency requires 18F support for technical development activities.

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.

**12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)**

Amendments must be bilaterally executed in writing and signed by authorized representatives of both agencies. No oral or unilateral amendments shall be binding or effective. Only terminations in accord with these terms may be done unilaterally. Either agency may terminate this Agreement with 30 days written notice sent to the authorized POC at each agency.

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.



United States Government  
Interagency Agreement (IAA) – Agreement Between Federal Agencies  
General Terms and Conditions (GT&C) Section

IAA Number \_\_\_\_\_ - 0000 - 000  
GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment/Mod # \_\_\_\_\_

**13. Restrictions (Optional)** (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

**14. Assisted Acquisition Small Business Credit Clause** (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

**15. Disputes:** Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

**16. Termination** (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

**17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA.** (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

**18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA.** (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

**19. Requesting Agency Clause(s) (Optional)** (State and or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1



United States Government  
Interagency Agreement (IAA) – Agreement Between Federal Agencies  
**General Terms and Conditions (GT&C) Section**

IAA Number \_\_\_\_\_ - 0000 - 000  
GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment/Mod # \_\_\_\_\_

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

**22. Annual Review of IAA**

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

**AGENCY OFFICIAL**

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	(b) (6)	Phaedra Chrousos
Title	Chief, Office of Regulatory Affairs	Associate Administrator, 18F/OCSIT
Telephone Number(s)	(b) (6)	
Fax Number		
Email Address	(b) (6)	phaedra.chrousos@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Approval Date	8/15/15	8/15/15

IAA Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Servicing Agency's Agreement  
GT&C #                  Order #        Amendment/Mod #      Tracking Number (Optional)

DEPARTMENT OF THE TREASURY  
FINANCIAL MANAGEMENT SERVICE  
Page 1 of 5

# IAA Order

IAA Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Servicing Agency's Agreement  
 GT&C #      Order #      Amendment/Mod #      Tracking Number (Optional) \_\_\_\_\_

<b>28. Order Line/Funding Information</b>										<b>Line Number</b> _____							
<b>Requesting Agency Funding Information</b>										<b>Servicing Agency Funding Information</b>							
ALC		15-07-0000								47-00-0016							
<b>Component</b>	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB		SP	ATA	AID	BPOA	E POA	A	MAIN	SUB
TAS Required by 10/1/2014																	
OR Current TAS format		15-15-0700								47X45341							
BETC		DISB								COLL							
Object Class Code (Optional)																	
BPN		879293166								964253686							
BPN + 4 (Optional)																	
Additional Accounting Classification/Information (Optional)										2015-A-00-285F-DS11-Q00XF000-AF151-18F Billable							
Requesting Agency Funding Expiration Date 09-30-2015 MM-DD-YYYY										Requesting Agency Funding Cancellation Date 09-30-2020 MM-DD-YYYY							
<b>E-Regulations Modernization</b>																	
<b>Project Number &amp; Title</b>																	
<b>Description of Products and/or Services, including the Bona Fide Need for this Order</b> (State or attach a description of products/services, including the bona fide need for this Order.) See Form 7600B, Attachment A																	
North American Industry Classification System (NAICS) Number (Optional) _____																	
<b>Breakdown of Reimbursable Line Costs</b>										<b>OR Breakdown of Assisted Acquisition Line Cost:</b>							
Unit of Measure								Contract Cost		\$							
Quantity	Unit Price	Total						Servicing Fees		\$							
1	\$222,892.00	\$ \$222,892.00						Total Obligated Cost		\$ 0							
Overhead Fees & Charges		\$						Advance for Line (-)		\$							
Total Line Amount Obligated		\$ \$222,892.00						Net Total Cost		\$ 0							
Advance Line Amount (-)		\$						<b>Assisted Acquisition Servicing Fees Explanation</b>									
Net Line Amount Due		\$ \$222,892.00															
<b>Type of Service Requirements</b>																	
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

# IAA Order

IAA Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Servicing Agency's Agreement  
GT&C # Order # Amendment/Mod # Tracking Number (Optional) \_\_\_\_\_

**29. Advance Information** (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

**Total Advance Amount for the Order \$** \_\_\_\_\_ [All Order Line advance amounts (Block 28) must sum to this total.]

**Revenue Recognition Methodology** (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line - Provide amount to be accrued \$ \_\_\_\_\_ and Number of Months \_\_\_\_\_
- ☐ Accrual Per Work Completed - Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other - Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

**30. Total Net Order Amount: \$ \$222,892.00**

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

**31. Attachments** (State or list attachments.)

☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☒ Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Objectives

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

## BILLING & PAYMENT INFORMATION

**32. Payment Method (Check One)** [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other - Explain other payment method and reasoning \_\_\_\_\_

**33. Billing Frequency (Check One)**

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☐ Monthly ☒ Quarterly ☐ Other Billing Frequency (include explanation) \_\_\_\_\_

**34. Payment Terms (Check One)**

Payment shall be made within 30 days from receipt of invoice.

- ☐ 7 days ☒ Other Payment Terms (include explanation): \_\_\_\_\_

# IAA Order

IAA Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Servicing Agency's Agreement  
 GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment/Mod # \_\_\_\_\_ Tracking Number (Optional) \_\_\_\_\_

## 35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses instructions.)

Form 7600B, Attachment B: Funding Details

## 36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

## APPROVALS AND CONTACT INFORMATION

### 37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	(b) (6)	Phaedra Chrousos
Title	Chief, Office of Regulatory Affairs	Associate Administrator, 18F/OCSIT
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6)	phaedra.chrousos@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Date Signed	8/5/15	8/10/15

**38. FUNDING OFFICIALS** - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	(b) (6)	Robin Short
Title	Bureau Chief Procurement Officer	Deputy Controller, Federal Acquisition Service
Telephone Number	(b) (6)	(703) 605-5426
Fax Number		
Email Address	(b) (6)	robin.short@gsa.gov
SIGNATURE	(b) (6)	(b) (6)
Date Signed	8/17/15	8/10/15

# IAA Order

IAA Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Servicing Agency's Agreement  
 GT&C #      Order #      Amendment/Mod #      Tracking Number (Optional) \_\_\_\_\_

CONTACT INFORMATION		
<b>FINANCE OFFICE Points of Contact (POCs)</b>		
The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance accounting information are accurate and timely for this Order.		
<b>39.</b>	<b>Requesting Agency (Payment Office)</b>	<b>Servicing Agency (Billing Office)</b>
Name	(b) (6)	Patrick Bateman
Title	Program Analyst	18F Team Operations
Office Address	99 New York Avenue, NE Washington, DC 20226	1800 F Street, NW Washington, D.C. 20006
Telephone Number	(b) (6)	
Fax Number		
Email Address	(b) (6)	18f-finance-cs@gsa.gov
Signature & Date (Optional)		
<b>40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)</b>		
This may include CONTRACTING Office Points of Contact (POCs).		
	<b>Requesting Agency</b>	<b>Servicing Agency</b>
Name	(b) (6)	Jeremy Canfield
Title	Management Analyst	18F Innovation Specialist
Office Address		
Telephone Number		
Fax Number		
Email Address	(b) (6)	jeremy.canfield@gsa.gov
Signature & Date (Optional)		
Name		Joshua Bailes
Title		18F Agreements Lead
Office Address		1800 F Street, NW Washington, D.C. 20006
Telephone Number		
Fax Number		
Email Address		joshua.bailes@gsa.gov
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		



IAA#: 15-1100-P

**The General Services Administration (GSA)  
Office of Citizen Services / 18F  
And  
the Bureau of Alcohol, Tobacco, Firearms, and Explosives  
DETERMINATION AND FINDINGS for IAA #**

Based on the following determination and findings, in accordance with the authority of the Economy Act (31 U.S.C. 1535), as implemented in subpart 17.5 of the Federal Acquisition Regulation (FAR), the requesting agency, ATF, intends to enter into an interagency agreement with the servicing agency, GSA.

**FINDINGS**

- A. The requesting agency has a need for the servicing agency to provide software development, design and related services. The total cost of the agreement is estimated to be **\$222,892.00**.
- B. The software design and development cannot be obtained as conveniently or economically by contracting directly with a private source.
- C. Nothing in this requirement conflicts with the authority of the servicing agency.
- D. The servicing agency has capabilities and expertise to enter into a contract for such services, which are not available within the requesting agency.

**DETERMINATION**

Based on the above findings, I hereby determine that the ordered goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise and that the order is in the best interest of the United States Government.

**(b) (6)**

(b) (6)

8/7/15

Date



IAA# :

**General Services Administration, 18F  
and  
the Bureau of Alcohol, Tobacco, Firearms, and Explosives**

**FORM 7600A, ATTACHMENT 1  
Additional Clauses**

**1.0 Funding and Reimbursement**

The servicing agency is limited to recovery of actual costs only. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

**2.0 Billing Instructions/Support Documentation for Expenditures**

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

**3.0 Requesting Agency Program Office Responsibilities**

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

**4.0 Third Party Liability**

The liability, if any, of the United States for injury or loss of property, or personal injury or death shall be governed exclusively by the provisions of the Federal Tort Claims Act.

**5.0 Project Completion and Closeout**

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately.

**IAA# :**

After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

#### **6.0 Accessibility of Electronic and Information Technology**

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

#### **7.0 Free and Open Source Policy**

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found here:

<https://github.com/18F/open-source-policy/blob/master/policy.md>

#### **8.0 Communications**

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

#### **9.0 Requesting Agency Point(s) of Contact**

##### **9.1 Invoice Matters and Payment Matters**

(b) (6)

Program Analyst

(b) (6)

##### **9.2 Administrative Matters**

(b) (6)

Chief, Office of Regulatory Affairs

##### **9.3 Project Matters**

#### **10.0 Servicing Agency Point(s) of Contact**

##### **10.1 Invoice Matters and Payment Matters**

Patrick Bateman

Team Operations Deputy Director

General Services Administration

18F

18F-Finance-CS@gsa.gov

##### **10.2 Administrative Matters**

Joshua Bailes

Acquisitions/Agreements Lead

General Services Administration

18F

joshua.bailes@gsa.gov

IAA# :

### 10.3 Project Matters

IAA# :

**General Services Administration, 18F  
and  
the Bureau of Alcohol, Tobacco, Firearms, and Explosives**

**FORM 7600A, ATTACHMENT 1  
Additional Clauses**

**1.0 Funding and Reimbursement**

The servicing agency is limited to recovery of actual costs only. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

**2.0 Billing Instructions/Support Documentation for Expenditures**

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

**3.0 Requesting Agency Program Office Responsibilities**

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

**4.0 Third Party Liability**

The liability, if any, of the United States for injury or loss of property, or personal injury or death shall be governed exclusively by the provisions of the Federal Tort Claims Act.

**5.0 Project Completion and Closeout**

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately.

**IAA# :**

After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

**6.0 Accessibility of Electronic and Information Technology**

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

**7.0 Free and Open Source Policy**

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found here:

<https://github.com/18F/open-source-policy/blob/master/policy.md>

**8.0 Communications**

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

**9.0 Requesting Agency Point(s) of Contact****9.1 Invoice Matters and Payment Matters****9.2 Administrative Matters****9.3 Project Matters****10.0 Servicing Agency Point(s) of Contact****10.1 Invoice Matters and Payment Matters**

Patrick Bateman  
Team Operations Deputy Director  
General Services Administration  
18F  
18F-Finance-CS@gsa.gov

**10.2 Administrative Matters**

Joshua Bailes  
Acquisitions/Agreements Lead  
General Services Administration  
18F  
joshua.bailes@gsa.gov

**10.3 Project Matters**

**STATEMENT OF WORK FOR 18F SERVICES TO BE PROVIDED TO THE BUREAU OF  
ALCOHOL, TOBACCO, FIREARMS, AND EXPLOSIVES**

**1.0. BACKGROUND**

The U.S. General Services Administration (the Servicing Agency), through its Office of Citizen Services and Innovative Technologies / 18F, builds effective, user-centric digital services focused on the interaction between Government and the people and businesses it serves. 18F helps agencies deliver on their mission through the development of digital and web services. Our mission is to transform the way the government builds and buys IT, with an emphasis on public-facing digital services. One of the business lines 18F offers to agencies is the Client Services where 18F provides delivery of digital services.

The Requesting Agency, for purposes of this Statement of Work (SOW), is the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF). The Requesting Agency is creating a digital version of their regulations to promote enhanced public engagement with the regulations promulgated by the agency. To help achieve its goals, ATF is engaging GSA to create "ATF eRegs" digital documentation, to be placed on the ATF public website for access by the public. This engagement will provide one eReg digitized regulation using the current eRegs framework and graphically-branded to the ATF style.

**2.0 SCOPE OF WORK AND DELIVERABLES**

18F will provide the ATF will the following:

1. ATF eRegs beta - Create one eReg digitized regulation, publicly posted using the current framework with changes to the design and branding to ATF style (but minimum customization after that due to the tight window of time and budget available before the end of the fiscal year)

**3.0. REIMBURSEMENT**

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means all GSA's costs including (1) labor costs, charged at current hourly rates based on employee grade and (2) non-labor costs, including any infrastructure/hosting, contracted services, travel, and related expenses under this agreement.

**4.0. DELIVERABLE TIMELINE**

Deliverable	Due By
-------------	--------

DATE:

IAA Number:

Create first ATF eReg posting with the current framework	40 business days from date of execution (by 9/30/15)
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## **5.0 PROJECT STATUS AND REPORTING**

GSA will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, and risks and issues. GSA will also provide a status of financial accounting on a monthly basis.



IAA# :

**General Services Administration, 18F  
and  
the Bureau of Alcohol, Tobacco, Firearms, and Explosives**

**7600B, ATTACHMENT B  
Full Text for 7600B, Line 35**

This agreement is to reimburse for the actual costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

IAA#:  
Order#:

U.S. General Services Administration, Technology Transformation Service, 18F  
and  
U.S. Department of Justice, Bureau of Alcohol, Tobacco, Firearms and Explosives

**FORM 7600A, ATTACHMENT 1  
Additional Clauses**

**1.0 Funding and Reimbursement**

The servicing agency is limited to recovery of actual costs. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

**2.0 Billing Instructions/Support Documentation for Expenditures**

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

**3.0 Requesting Agency Program Office Responsibilities**

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

**4.0 Project Completion and Closeout**

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately. After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

#### **5.0 Accessibility of Electronic and Information Technology**

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

#### **6.0 Free and Open Source Policy**

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

[github.com/18F/open-source-policy/blob/master/policy.md](https://github.com/18F/open-source-policy/blob/master/policy.md)

#### **7.0 Communications**

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

Additionally, 18F will post the contents of this interagency agreement, including the Form 7600A, Form 7600B, Additional Clauses, Statement of Work, and Funding Details on a public website once signed. You may visit the website at: [pages.18f.gov/agreements-public](https://pages.18f.gov/agreements-public).

#### **8.0 FITARA Review**

If required by FITARA and requesting agency policy, the requesting agency acknowledges that a FITARA review was conducted by the requesting agency Office of Chief Information Officer.

IAA Number                      - 0000 -                       
                     GT&C #                      Order #    Amendment/Mod #

FMS Form 6-10 7600A

**United States Government**  
**Interagency Agreement (IAA) – Agreement Between Federal Agencies**  
**General Terms and Conditions (GT&C) Section**

IAA Number \_\_\_\_\_ - 0000 - \_\_\_\_\_  
GT&C # \_\_\_\_\_ Order # Amendment/Mod # \_\_\_\_\_

**9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)**

(Optional for Assisted Acquisitions)

Direct Cost \_\_\_\_\_ 230771.8  
Overhead Fees & Charges \_\_\_\_\_  
Total Estimated Amount \_\_\_\_\_ \$230,771.80

Provide a general explanation of the Overhead Fees & Charges  
The estimated agreement amount is based on GSA's actual costs of providing the services under this IAA. Reimbursement of GSA's actual costs is described further in the Statement of Work.

**10. STATUTORY AUTHORITY**

**a. Requesting Agency's Authority (Check One)**

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

**b. Servicing Agency's Authority (Check One)**

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

**11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)**

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.

**12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)**

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.

United States Government  
Interagency Agreement (IAA) – Agreement Between Federal Agencies  
General Terms and Conditions (GT&C) Section

IAA Number \_\_\_\_\_ - 0000 - \_\_\_\_\_  
GT&C # \_\_\_\_\_ Order # Amendment/Mod # \_\_\_\_\_

**13. Restrictions (Optional)** (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

**14. Assisted Acquisition Small Business Credit Clause** (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

**15. Disputes:** Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

**16. Termination** (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

**17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA.** (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

**18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA.** (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

**19. Requesting Agency Clause(s) (Optional)** (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

**United States Government**  
**Interagency Agreement (IAA) – Agreement Between Federal Agencies**  
**General Terms and Conditions (GT&C) Section**

IAA Number \_\_\_\_\_ - 0000 - \_\_\_\_\_  
GT&C # \_\_\_\_\_ Order # Amendment/Mod # \_\_\_\_\_

**20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)**

Please see Form 7600A, Attachment 1 - Additional Clauses

**21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)**

**22. Annual Review of IAA**

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

**AGENCY OFFICIAL**

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	(b) (6)	Rob Cook
Title	Chief, Acq. Policy & Agreements	Commissioner, TTS
Telephone Number(s)	(b) (6)	
Fax Number	(b) (6)	
Email Address		rob.cook@gsa.gov
SIGNATURE		e-Signed by Vladlen David Zvenyach on 2017-06-28
Approval Date	6/26/17	



IAA Number:  
Order Number: 0001

**STATEMENT OF WORK FOR 18F SERVICES TO BE PROVIDED TO BUREAU OF  
ALCOHOL, TOBACCO, FIREARMS, and EXPLOSIVES**

**1.0. BACKGROUND**

The U.S. General Services Administration (the Servicing Agency), through its Technology Transformation Service, builds effective, user-centric digital services focused on the interaction between Government and the people and businesses it serves. 18F helps agencies deliver on their mission through the development of digital and web services. Our mission is to transform the way the government builds and buys IT, with an emphasis on public-facing digital services. One of the business lines 18F offers to agencies is the Client Services where 18F provides delivery of digital services.

The Requesting Agency, for purposes of this Statement of Work (SOW), is the Bureau of Alcohol, Tobacco, Firearms and Explosives. The Requesting Agency is creating a digital version of their regulations to promote enhanced public engagement with the regulations promulgated by the agency. To help achieve its goals, ATF is engaging GSA to create "ATF eRegs" digital documentation, to be hosted on 18F Cloud.gov servers and placed on the ATF public website for access by the public. The 18F Cloud.gov hosting is part of a separate interagency agreement. During FY15-16, 18F migrated ATF's regulations to "ATF eRegs" digital documentation format. In FY17, ATF requires 18F to continue this work by adding new features and functionality through digital design and development, conducting user research, and parsing and updating the regulations using the current eRegs framework graphically-branded to the ATF style.

**2.0 METHODOLOGY**

18F works in short iterations (sprints), in which a scope of work is planned, executed, and demonstrated with stakeholders for the purposes of informing the next iteration. Within the context of our software development efforts, the team will work from a prioritized backlog of activities in concert with guidance from the Product Owner, to focus on the highest value learning opportunities and iterate towards a solution that meets core user and business needs.

For these reasons, it is essential that 18F has the support of a dedicated and empowered Product Owner, who is responsible for representing the project and its deliverables to the Requesting Agency and providing 18F with consistent access to relevant users and stakeholders. The Product Owner should also serve as the "champion for the project," by

IAA Number:

Order Number: 0001

offering strategic advice and ensuring the active participation of key stakeholders for the duration of the project.

### 3.0 SCOPE OF WORK AND DELIVERABLES

18F will provide the following:

1. User research, design, and development resources to create new sections in right column of the site to include Rulings, Q&A, Forms, Newsletters, Open Letters, and Other Guidance and Link related items in each of these sections to the regulation that it applies.
2. Design and development updates to the website design, navigation, and content updates throughout the site and the 5 existing regulations using the current framework with changes to the design and branding to ATF style.
3. Design and development enhancements to the search functionality.
4. Design and development work enhancing the regulation cross-reference linking functionality and design.
5. User research, design, and development resources for enhancing and customizing the print view and experience for users.

### 4.0. REIMBURSEMENT

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means all GSA's costs including (1) labor costs and (2) non-labor costs, including any infrastructure/hosting, contracted services, travel, and related expenses under this agreement.

#### Cost Breakdown:

Category	Estimated Dollar Amount
Operating Expenses & Labor	\$219,931.80
Travel	\$10,840
Communications and Utilities	\$0
Contractual Services	\$0
Supplies and Materials (Infrastructure Costs)	(Already bought Cloud.gov on a separate IAA, due for renewal in FY2018)

IAA Number:  
Order Number: 0001

Equipment Purchases	\$0
<b>Total:</b>	<b>\$230,771.80</b>

## 5.0. DELIVERABLE TIMELINE

Deliverable	Due By
Kickoff meeting to review the prioritized product backlog	Set upon mutual agreement of both parties following the execution of this agreement
Design and development updates to the website design, navigation, and content updates throughout the site and the 5 existing regulations using the current framework with changes to the design and branding to ATF style.	Due 30 days after kickoff meeting
User research, design, and development resources for enhancing and customizing the print view and experience for users.	Due 60 days after kickoff meeting
User research, design, and development resources to create new sections in right column of the site to include Rulings, Q&A, Forms, Newsletters, Open Letters, and Other Guidance and Link related items in each of these sections to the regulation that it applies.	Due 90 days after kickoff meeting
Design and development enhancements to the search functionality.	Due 90 days after kickoff meeting
Design and development work enhancing the regulation cross-reference linking functionality and design.	Due 90 days after kickoff meeting
Update and enhance current documentation for ATF team members.	Due 90 days after kickoff meeting

IAA Number:

Order Number: 0001

Final delivery of all documentation, guidance, and code	All work completed and delivered by 9/30/2017
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## **6.0 USE OF CONTRACT SERVICES**

18F may, consistent with law, delegated authorities, and applicable policy guidance, use contract services in fulfilling the agreed upon deliverables with advance notice to the Requesting Agency.

## **7.0 PROJECT STATUS AND REPORTING**

GSA will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, and risks and issues. GSA will also provide a status of financial accounting on a monthly basis.

IAA# :

Order#: 0001

**U.S. General Services Administration, Technology Transformation Service, 18F  
and**

**U.S. Department of Justice, Bureau of Alcohol, Tobacco, Firearms and Explosives**

**7600B, ATTACHMENT B**

**Full Text for 7600B, Line 35**

This agreement is to reimburse for the actual costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

DETERMINATION AND FINDINGS  
AUTHORITY

Based on the following Determination and Findings, in accordance with the authority of the Economy Act of 1932 (31 U.S.C. 1535), as implemented in the Federal Acquisition Regulation (FAR), subpart 17.5, the Bureau of Alcohol, Tobacco, Firearms and Explosives intends to enter into an Interagency Agreement with the General Services Administration.

FINDINGS

1. The Bureau of Alcohol, Tobacco, Firearms and Explosives has \$230,771.80 available to spend for costs associated with GSA providing digital services support for Digital Government initiatives. The Period of Performance is July 1, 2017 – September 30, 2017.
2. GSA is creating ATF eRegs digital documentation, to be hosted on 18F Cloud.gov servers and placed on the ATF public website for access by the public.
3. Use of an Interagency Agreement is in the best interest of the Government. The service cannot be provided as conveniently or economically without an Interagency Agreement.

Based on the above findings, I hereby determine that it is in the best interest of the Federal Government to enter into an Interagency Agreement with General Services Administration.

**(b) (6)**

Chief, Acquisition Policy and Agreements Branch

6/26/17

Date